

State Historic Preservation Office

Survey and Planning Grant Application April 2016

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Survey and Planning Grant Overview

The State Historic Preservation Office (SHPO) offers Survey and Planning Grants to be used for a variety of historic preservation planning purposes. Please refer to the corresponding guidelines which can be found on our website.

Survey and Planning Grants are funded by the Community Investment Act. *"The Community Investment Act"* (also known as Public Act 05-228) was signed into law on July 11th, 2005. The Act provides increased funding for open space, farmland preservation, historic preservation and affordable housing.

All work must be completed by a consultant who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61. The use of state and/or federal funds requires an open bidding process. Project consultants cannot be pre-selected and any potential consultants cannot play any role in the design of the project or application.

Application Information

Applications are accepted on a rolling basis. All complete applications will be reviewed by SHPO staff and considered for funding. Once an application is reviewed, SHPO will contact the applicant with any questions or points of clarification. If the application is complete, it will be placed on the next available agenda of the Historic Preservation Council which votes to award the grant. The Historic Preservation Council meets the first Wednesday of each month.

Selection Process

The following criteria are the basis for the review of Survey and Planning Grant applications:

- Clear narrative describing the proposed project (limited to 2 pages)
- Ability of the product to have a positive impact on local historic preservation efforts
- Thoroughness and appropriateness of the project budget
- Feasibility of the product's/program's success
- Evidence that the product will do one or more of the following:
 - a. Inventory and survey the state's cultural resources
 - b. Encourage new awareness of historic preservation at the local level
 - c. Expand the scope of current public education outreach
 - d. Produce written or website materials for property owners and/or town officials
 - e. Nomination of historic resources to the State or National Registers of Historic Properties
 - f. Produce high-quality pre-development documents

Survey and Planning Grant Application Cover Sheet

GRANT INFORMATION

Identify the grant program you are applying to:

- ☐ Survey and Planning-Historic Resources Inventory
- ☐ Survey and Planning-Planning and Pre-development
- ☐ Survey and Planning-Archaeology
- ☐ Partners in Preservation
- ☐ CAP

APPLICANT INFORMATION

Applicant Organization:

Chief Elected Official/Executive Director:

Federal Employer ID Number:

Street Address:

Municipality:

State:

ZIP Code:

Contact Name:

Daytime Phone:

Email Address:

Website:

Mailing address:

Municipality:

State:

ZIP Code:

PROJECT INFORMATION

One sentence explanation of the project:

Grant Amount Request: \$

Survey and Planning Grant Application Cover Sheet

Has the applicant received a grant
from SHPO in the past:

☐ yes ☐ no

Is this a subsequent phase of a
project:

☐ yes ☐ no

Is this a new initiative:

☐ yes ☐ no

List any previous grants received from SHPO (include grant type, date awarded, and award amount):

LEGISLATIVE INFORMATION

U.S Representative's Name:

District #

State Senator's Name:

District #

State Representatives Name:

District #

AUHTORIZATION

Name of Authorized Official:

Title

Signature:

Date:

Survey and Planning Grants Application Checklist

Required Items	Included	N/A	Comments
Application Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>	
Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>	
501(c)3 or 501(c)13 IRS tax status determination letter	<input type="checkbox"/>	<input type="checkbox"/>	
2 Copies of Certified Resolution	<input type="checkbox"/>	<input type="checkbox"/>	
Budget	<input type="checkbox"/>	<input type="checkbox"/>	
Commission on Human Rights and Opportunities Form	<input type="checkbox"/>	<input type="checkbox"/>	
Photographs	<input type="checkbox"/>	<input type="checkbox"/>	
W-9	<input type="checkbox"/>	<input type="checkbox"/>	
Vendor Profile Form	<input type="checkbox"/>	<input type="checkbox"/>	

Applicant Name: _____

Project Name: _____

Amount Requested: \$ _____

Signature: _____

Date _____

**If you have questions regarding the Survey and Planning Grant
Application please contact**

Mary Dunne at Mary.Dunne@ct.gov or 860-256-2756